

# **SUFFOLK COUNTY COMMUNITY COLLEGE**

## **CAREER PLANNING MANUAL**

**FOR**

**PARALEGALS**



### **Career Services and Cooperative Education**

AMMERMAN CAMPUS  
533 College Road  
Selden, New York 11784  
631-451-4049

GRANT CAMPUS  
Crooked Hill Road  
Brentwood, New York 11717  
631-851-6876

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## **WHO'S WHO IN PARALEGAL STUDIES**

### ***AMMERMAN CAMPUS – SELDEN***

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## **WHO'S WHO IN CAREER SERVICES AND COOPERATIVE EDUCATION**

### ***AMMERMAN CAMPUS - SELDEN***

Professional Staff: Sylvia E. Camacho, Director  
[camachs@sunysuffolk.edu](mailto:camachs@sunysuffolk.edu)  
Debra Klein, Faculty Co-op/Internship Coordinator  
[kleind@sunysuffolk.edu](mailto:kleind@sunysuffolk.edu)  
Terry McKay, Career Advisor  
[spillet@sunysuffolk.edu](mailto:spillet@sunysuffolk.edu)

Location: Babylon Student Center, Room 205

Office Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m.  
Call for evening hours.

Appointments: To make an appointment with a career counselor, visit the Career Services and Cooperative Education Office, Babylon Student Center, room 205 or call at 631-451-4049.

Telephone: 631- 451- 4049  
Fax Number: 631- 451- 4742

### ***GRANT CAMPUS - BRENTWOOD***

Professional Staff: Bettye Easley, Assistant Dean  
[easleyb@sunysuffolk.edu](mailto:easleyb@sunysuffolk.edu)  
Mohini Ratna, Counselor  
[ratnasm@sunysuffolk.edu](mailto:ratnasm@sunysuffolk.edu)  
Toni-Anne Nhotsoubanh, Counselor  
[nhotsot@sunysuffolk.edu](mailto:nhotsot@sunysuffolk.edu)

Location: Nesconset Hall, Room N1

Office Hours: Monday – Friday, 9:00 a.m. – 5:00 p.m.  
Call for evening hours.

Appointments: To make an appointment with a career counselor, visit the Career Services and Cooperative Education Office, Nesconset Hall, room 1 or call at 631- 851- 6876.

Telephone: 631- 851- 6876  
Fax Number: 631- 851- 6256

## CAREER SERVICES AND COOPERATIVE EDUCATION

The Career Services and Cooperative Education Office provides a wide variety of programs and services promoting career planning as a lifelong option. The focus is primarily on career-related programs such as providing career opportunities for immediate or future employment; the option to explore careers; participation in career related experiences through co-op and internship programs; and job preparation skills.

Our mission is to link the college experience with the world of work and to advance students' and alumni's ability to make meaningful career decisions. The primary goal of these programs and services are to help students identify and build skills, strengths, and abilities to increase your success in the world of work.

### PROGRAMS/SERVICES:

- Career, Employment/Job Counseling
- Cooperative Education/Disney Experience/Internships
- Federal Work Study Program/America Reads/Community Services
- Job Search Preparation Skills
- On-Campus Recruitment/Career/Job Fairs
- Resume Assistance/Reviews
- Suffolk's Job Connection
- Student Employment
- Workshops/Seminars

### CAREER AND JOB SEARCH RESOURCE CENTER:

- **Career-related Resources.** Review books, magazines, and pamphlets on various career related topics for job readiness skills and the job search.
- **Career Videotapes.** View career videos on a wide variety of areas and improve your job search skills.
- **Career Assessment Tools.** Discover an array of career assessment inventories that can provide you with useful information to begin your job search.
- **Computer Lab.** Explore the Internet, design your professional resume and visit Suffolk's Job Connection for jobs listed online.
- **Job Bulletin Boards.** Stop and check the Job/Office Bulletin Boards located outside of the Career Services and Cooperative Education offices and consider the opportunities.
- **Job Notebook Binders.** Browse the job postings categorized by field for the job seeker.
- **Videotaped Mock Interviews.** Work on improving your interviewing skills, and gain practice through a videotaped mock interview.

## EMPLOYER CONNECTIONS:

- **On-Campus Employer Recruitment Visits.** Employers visit the campus and recruit potential employees each semester.
- **Career/Job Fairs.** Employers visit each campus for recruitment purposes.
- **Legal Society/Studies Club.** A student club sponsored by Campus Activities is active on each campus offering students an opportunity to network with a variety of representatives from the legal community.
- **Suffolk's Job Connection.** A free online job listing database service that provides access to job information. Visit and check jobs at [sunysuffolk.edu/jobs](http://sunysuffolk.edu/jobs).
- **Cooperative Education and Internships.** Students are provided with an opportunity to gain work experience in an area related to their major or explore possible careers, while at the same time gain academic experience and earn income.

Both the Ammerman and Grant Campuses have a separate Counseling Center that provides academic, career, personal, and transfer counseling.

Workshops are offered each semester on topics such as job search strategies, resume writing, and interview techniques. Students nearing graduation are especially encouraged to attend these workshops.

Transfer Days, during the fall and spring semesters, bring admissions representatives from various colleges and universities to speak with students about four-year programs.

## JOB PLACEMENT

Specific jobs in the paralegal field are circulated among faculty on both the Ammerman and Grant campuses.

Job listings are available through Suffolk's Job Connection at: [www.sunysuffolk.edu/jobs](http://www.sunysuffolk.edu/jobs). In addition, you will find a listing of past employers who have hired students as interns and/or after graduation in the back of this booklet.

Check with your campus office to determine how you would like to proceed with your job search.

## WHAT IS A PARALEGAL?

The American Association for Paralegal Education defines a paralegal as follows: *"Paralegals perform substantive and procedural legal work as authorized by law, which work, in the absence of the paralegal, would be performed by an attorney. Paralegals have knowledge of the law gained through education, or education and work experience, which qualifies them to perform legal work. Paralegals adhere to recognized ethical standards and rules of professional responsibility."*

It further states that *"in order to be a successful paralegal, an individual should possess not only a common core of legal knowledge, but also must have acquired vital critical thinking, organizational, research, writing, oral communication, and interpersonal skills."*

Although generalists - those who work in all areas of law - meet the needs of many smaller law firms, some firms and organizations have found that paralegals that specialize are necessary to their practice, i.e. healthcare, insurance, real estate, etc.

Paralegals are employed in the private, public, and non-profit sectors, such as law firms, banks, title companies, corporations, insurance companies, real estate firms, government agencies, courts, and legal aid societies.

The following are some of the tasks that PARALEGALS may be expected to perform:

- Organize, file and maintain case materials.
- Conduct interviews with clients to gather background information.
- Conduct case and statute research at the law library.
- Write legal memoranda for attorneys and corporate executives.
- Draft interrogatories and pleadings.
- Interview and prepare witnesses for depositions, cross-examination and other court appearances.
- Conduct business with the police, other attorneys, government officials, various agencies, and all levels of courts.
- Organize, direct and manage word processing and computer systems, and utilize computer systems such as Lexis and Westlaw for legal research.
- Prepare drafts of trial motions, complaints, wills, leases, corporation formations, partnership agreements, contracts, and appellate briefs.
- Provide title and public record searches; keep meeting minutes, work closely with attorneys during trial by keeping material organized and making notes during examination and cross examination of witnesses.
- Represent clients in certain administration proceedings such as Social Security, unemployment compensation hearings, and district justice or justice of the peace hearings.
- Review, organize and digest depositions and trial transcripts.
- Prepare and place advertising for staff personnel; interview, screen and recommend applicants for entry positions.
- Assist attorneys and the public in locating legal reference materials.

## **Paralegal Internships**

One of the best ways to be successful in your job search is to consider participating in a cooperative education or internship program before graduation. This opportunity will allow you to explore working in a legal environment and/or gain experience in your chosen field.

The Paralegal Studies Internship course (BL50) is offered during the fall semester through the Grant Campus with one classroom meeting for fifty minutes each week. The Ammerman Campus offers the internship course during the spring semester as an on-line course with no classroom meetings.

## **Cooperative Education and Internship Program**

The Cooperative Education and Internship program combines a classroom seminar with supervised work experience related to a student's academic major and/or career direction. Typically, students work an average of 10 hours to 20 hours a week, receive 3 credits applicable to their degree, and attend a weekly class seminar. Cooperative education placements are paid positions while internships are generally unpaid, although some paid internships are available. The hundreds of students at Suffolk who enroll in these programs each year have discovered many advantages, including:

- getting valuable work experience
- being able to "test out" their career choice and determine their potential to succeed
- increasing their future marketability by adding career-related work experience to their résumé
- working 10 to 20 hours a week while attending classes
- building networking skills in the business community
- increasing their potential for permanent employment in their chosen field
- gaining experience and skills for future job searches
- learning how to achieve excellence in the workplace by becoming professional, highly motivated, career-focused employees
- earning credit towards a degree

The reality is that most employers will be expecting you to have included experience in the field to strengthen your educational training. If an internship is not possible then consider changing your job to one that is in the legal field to afford you the opportunity to see what it is like to work in a legal environment. Again if this is not possible, then at the very least, look into working in an office setting because if you lack office or computer skills, employers will not be convinced that you are the best candidate for them. You need to do your research and make sure that you are getting all the skills and training you need to be successful.



If you are interested in learning more about cooperative education or internship opportunities, you should visit the Career Services and Cooperative Education Office on your home campus to:

- a. discuss areas of interest, prior work experience, academic background, availability, etc.
- b. review positions currently available as well as other potential opportunities
- c. review eligibility requirements (note that GPA and credit requirements vary by program)

The nice thing about participating in this program is that there are trained professionals who can help you find that experiential opportunity that may open many doors for you. Ask your professors and check the wanted ads, most employers want education as well as experience upon graduation.

Suggestions to follow when approaching a potential internship employer:

- Introduce yourself and your background
- Let them know that you are looking for a possible internship opportunity.
- Give them a copy of your resume.
- Describe what you can do for them and also, what you would like to see or learn while on this assignment.
- Inform them that this is part of an actual academic course and you will be receiving credit for this experience and attending a weekly seminar or online course.
- Let them know that someone from Suffolk can call them and explain the program further and answer their questions.
- Provide them with any necessary documentation and follow-up.

## Steps for a Successful Job Search

### **PREPARING A RESUME**

One of the first steps needed for a successful job search is a strong and effective resume. With the advent of computer technology, resumes have become much easier to prepare. However, writing a professional resume is still a challenge to many students.

What is a resume? A resume is a written document that describes your background, skills, and abilities as they relate to the position. In today's job market, most job applicants will need to target their resume to each job to be successful. There are three basic types of formats, the traditional chronological resume, the functional resume, and the combination resume.

Keep in mind that the purpose of a resume is to get you an interview. Your resume should stand out from the crowd, conveying to the prospective employer that you are someone he/she should meet. The prospective employer will normally take only 10 to 20 seconds to "read" your resume. In that time, the resume needs to say who you are, what you know, and what you can offer the employer.

The resume should be **CLEARLY** written. The content should be **CONCISE** and, most importantly, **CORRECT**.

The traditional resume is usually known as the **CHRONOLOGICAL** resume which is usually the easiest to read and prepare. This resume style is the one format that is most familiar to employers. A chronological format includes information about education, the listing of each job or volunteer position you've held, in reverse sequential order, with your most recent information listed first. Depending on the job and where you are in your education, one of the first questions you need to consider is which is your best selling point? Education (usually this goes first when you are about to graduate or have already graduated) or Experience (on the other hand, if that employer is emphasizing experience and you have participated in an internship or worked in a law firm, you may want to consider putting this information first.) See a sample of traditional resume on page 16.

The **FUNCTIONAL** resume is sometimes used best when changing careers. The format emphasizes your qualifications and transferable skills as they apply to the job. This format is also useful if you have interrupted your career or wanted to minimize certain information that is best discussed during the interview. See a sample of a functional resume on page 15.

All information on the resume needs to be grouped under relevant headings and categories.

The sequence of your resume should start with your name, address, telephone number, and an e-mail address (if you have one and check it on a regular basis otherwise leave it out.) A word of caution: if you have a "fun" e-mail address, please be sure and change it to a more professional one for employment purposes. Impressions do count. The rest of the resume information may be presented in a variety of ways, but it should always be in a logical, easy-to-follow format. Keep in mind that the categories you select should be listed in the order of priority of importance and relevance to the job. Always highlight your best skills and abilities on your resume.

Readability, eye appeal, and an overall positive impression are the goals of your professional resume.

Important "**Do's**" to consider when preparing and targeting your resume:

- Do use action verbs to describe your experience (see page 14). Do list tasks that relate to job in priority order.
- Do include all relevant experiences, whether paid or volunteer.
- Do mention important aspects of your background, i.e. foreign language, extensive travel, etc.
- Do promote all school and community activities you were or are involved in.
- Do add interests in sports and hobbies, if they relate to the job.
- Do include a personalized cover letter with each resume when mailing, e-mailing, and faxing your resume.

Important "**Don'ts**" to consider:

- Don't list personal information, i.e. age, religion, and gender.
- Don't include previous salaries or salary requirements unless requested specifically.
- Don't use abbreviations, or "etc."; to explain what you mean.
- Don't list names, addresses or telephone numbers of references on resume. Use a separate page.
- Don't exaggerate, embellish, or lie on your resume.

Limit your resume to **one page**, unless you have extensive experience that is relevant to the job. Before you choose to add a second page, explore different resume formats and font sizes. Do not go any less than 11 points in font size. If you choose to use a second page, make sure to use the complete second page.

Things to keep in mind when developing your resume:

- Don't be too unconventional in the physical makeup of the resume.
- The layout should be simple, easy to read, appealing to the eye, not overly crowded.
- Use 8 ½" x 11" quality bond paper, limit color to white, ivory or light gray. Keep it looking professional.
- Proofread your resume very carefully; use spell check on your computer but don't depend on it as your only source. Ask friends and family members to review your resume.
- Remember to use the correct word when writing a resume. Spell check will not pick a word that is correctly spelled but is not the correct one for your statement.
- Investigate different resume options before deciding which one is best for you.
- Don't reduce the font size of the text making it harder to read.
- Be selective; only keep information that is relevant in your resume.

## TECHNOLOGY AND RESUMES

Creating and printing your resume on a personal computer is very important when producing a quality resume. This option can be very convenient and inexpensive, as well as afford you the opportunity to save your document, make changes and print copies as needed. Always keep a copy of your resume on diskette or jump drive. Tailoring your resume to each position is also much easier to do once you have your resume on file. Remember to keep copies of all your resumes, do not delete any as there may come a time when you may want to cut and paste some information that you included in your initial resume. Print your resume on a LETTER QUALITY printer.

## ELECTRONIC/SCANNABLE RESUME

Whether you are submitting your resume to be scanned by an employer or e-mailing it as an attachment, learning how to use your computer effectively is necessary for your job search.

The scannable resume is an electronic resume that is usually longer and more detailed in scope utilizing more nouns (keywords) than verbs so employers can pull your resume from their databases.

Always ask employers if your resume will be scanned into a resume database system. Some of the larger organizations may have a system that allows them to search through the applicant pool and find the right person with the right skills. If you have created a resume with this in mind, then chances are that your resume will come up in their search. You may want to try using a system such as MonsterTrak.com and CareerBuilder.com to get a sense of the type of information you can consider including in a scannable resume.

You will notice that each system has a very specific detailed format that they are requesting that you complete for their databases. This is not the copy that you hand carry to the interview. That resume should be the one we spoke about early.

When submitting your resume electronically, you should follow the suggestions below to get your point across:

- Utilize nouns to comprehensively describe job tasks.
- Use industry jargon to describe your skills and abilities. (If you have difficulty with this area, visit several companies' Web sites and browse their job vacancies. You might find some new job titles to explore and add to your job search list.)
- Key words are a selling point.
- Avoid bullets, or using boldface text, or columns.
- Plain text is much more popular.

**Note:** *Always include a cover letter with your resume when mailing, e-mailing, or faxing. If you are e-mailing your resume, be sure to find out if the employer wants an attachment (ask about software) or for you to cut and paste your resume into the e-mail message.*

## REFERENCES

As a matter of learning how and when to provide reference information, it is important to prepare an additional page devoted to your references. Make sure to title it REFERENCES FOR (your name) and then list three to five individuals that you have selected (and received their permission) to use on this separate page. Be sure to include names, titles, addresses, and phone numbers.

Your reference list should include professors, counselors, and professional people who are familiar with your abilities and strengths, co-workers, supervisors and administrators. Do not include friends who are currently students, or your family members as references. Be selective when approaching potential references and only handpick those people who will give you a positive reference. Make sure that they are enthusiastic about being your reference. Individuals who show a lack of enthusiasm are more likely to be detrimental to your job search if they are vague in their responses. Choose smartly.

Prepare this copy of references and take additional copies to your interview. Do not submit to an employer until references are requested. Show them that you are one step ahead of the job search.

## ACTION VERBS FOR RESUME PREPARATION

Accomplished	Conducted	Examined	Launched	Regulated
Accelerated	Condensed	Exceeded	Lectured	Rehabilitated
Achieved	Conferred	Executed	Led	Reinforced
Acted	Conserved	Expanded	Located	Related
Activated	Considered	Expedited	Mapped	Reorganized
Actively	Consolidated	Experimented	Maintained	Replaced
Addressed	Constructed	Explained	Managed	Reported
Adjusted	Consulted	Explored	Marketed	Represented
Administered	Contacted	Expressed	Measured	Researched
Adopted	Contributed	Extinguished	Mediated	Reserved
Advanced	Controlled	Facilitated	Mentored	Resolved
Advertised	Converted	Focused	Merged	Restituted
Advised	Conveyed	Forecasted	Modeled	Restored
Aided	Cooperated	Formulated	Modified	Retained
Allocated	Coordinated	Fortified	Monitored	Reviewed
Allotted	Corrected	Founded	Motivated	Revised
Amended	Corresponded	Furnished	Negotiated	Rewarded
Amplified	Counseled	Furthered	Observed	Rotated
Analyzed	Created	Gathered	Obtained	Sang
Applied	Critiqued	Generated	Operated	Scheduled
Appointed	Danced	Governed	Ordered	Screened
Appraised	Debated	Graded	Organized	Searched
Approved	Debugged	Grouped	Originated	Secured
Arbitrated	Decreased	Guided	Outlined	Selected
Arranged	Defined	Handled	Overhauled	Served
Articulated	Delegated	Harmonized	Painted	Serviced
Assembled	Delivered	Headed	Participated	Set up
Assessed	Demonstrated	Helped	Performed	Shaped
Assigned	Described	Hired	Persuaded	Showed
Assisted	Designed	Hosted	Photographed	Simplified
Assumed	Detected	Identified	Planned	Solved
Attained	Determined	Illustrated	Played	Specialized
Attended	Developed	Implemented	Practiced	Specified
Audited	Devised	Improved	Predicted	Staffed
Authorized	Diagnosed	Incorporated	Prepared	Standardized
Balanced	Diagrammed	Increased	Presented	Streamlined
Bargained	Directed	Individualized	Presided	Strengthened
Budgeted	Discussed	Informed	Prevented	Structured
Built	Dispensed	Initiated	Processed	Submitted
Calculated	Displayed	Innovated	Procured	Successfully
Catalogued	Distributed	Inspected	Produced	Suggested
Chaired	Drafted	Installed	Programmed	Summarized
Charted	Drew	Instilled	Projected	Supervised
Checked	Edited	Instituted	Promoted	Supplies
Clarified	Effectuated	Instructed	Proposed	Supported
Classified	Elected	Insured	Provided	Surveyed
Coached	Elicited	Integrated	Publicized	Systemized
Collaborated	Eliminated	Interacted	Purchased	Tabulated
Collected	Emphasized	Interpreted	Raised	Taught
Combined	Encouraged	Intervened	Received	Trained
Commended	Enforced	Interviewed	Recommended	Transacted
Communicated	Enlarged	Introduced	Reconciled	Transferred
Compared	Ensured	Invented	Recorded	Translated
Completed	Equipped	Invited	Rectified	Updated
Compiled	Entertained	Investigated	Recruited	Tutored
Composed	Established	Involved	Reduced	Verified

**Tara B. Adams**  
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Selden, NY 11784  
631- 698 - 0987  
Cell# 516 – 745 - 2774  
[adamstb@hotmail.com](mailto:adamstb@hotmail.com)

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*Resume Sample 1*

### **Objective:**

Entry-level paralegal position in a law firm utilizing excellent research, communications and written skills.

### **Summary of Qualifications:**

Research	Effective research skills with great attention to detail developed through work experience and course work. Investigated all documents before setting up accounts.
Communications	Strong communication techniques used to work with people at all levels. Efficiently responded and acted upon all customer inquiries and complaints. Motivated others to participate in a variety of programs.
Writing	Proficient in preparing legal documents and numerous research papers for college course work. Wrote several articles for company newsletter.

### **Computer Skills:**

Skilled in MSWord, PowerPoint, Access and Internet

### **Education:**

AAS Paralegal May, 2006	Suffolk County Community College Selden, NY
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### **Experience:**

Customer Service Representative Commerce Bank	1997 – 2005 Centereach, NY
Office Assistant St. Patrick's Daycare	1995 – 1997 Smithtown, NY

**MICHAEL EDWARDS**  
291 East 14<sup>th</sup> Street  
Deer Park, New York 11729  
631-234-5555  
[edwardsm@hotmail.com](mailto:edwardsm@hotmail.com)

## **CAREER OBJECTIVE**

Entry-level position in the legal field applying strong computer and research skills.

## **EDUCATION**

AAS in Paralegal Studies (ABA Approved Program)	GPA – 3.6	May, 2006
Suffolk County Community College		Brentwood, New York

Honors:      Dean's List – Fall, 2005/Spring, 2006  
                 Student of the Year Scholarship  
                 Who's Who in American Junior Colleges

Regents High School Diploma	June, 2004
Deer Park High School	Deer Park, NY

## **SKILLS**

Westlaw, Microsoft Word, Access, Excel, PowerPoint, Lexis-Nexis, Internet

## **ACTIVITIES**

Western Student Senate – Vice president. In charge of coordinating and reporting on sub-committees of the Student Senate. Treasurer. Maintained an accounting of expenditures and funds. Fall, 2005-Spring, 2006

Legal Studies Club – President. Coordinated and planned on-campus seminars and activities, with guest speakers from various fields in law. Fall, 2005 – Spring, 2006

## **EXPERIENCE**

Sales Consultant	Macy's, Huntington Station, New York	2003-Present
Camp Counselor	Park Shore Camp, Dix Hills, New York	Summer, 2003
Prep Cook/Server	Wendy's, North Babylon, New York	2000-2002



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[jgar7777@optonline.com](mailto:jgar7777@optonline.com)

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**Career Objective:** Entry-level paralegal position in a law firm specializing in elder law.

**Education:** AAS – Paralegal Studies January, 2006  
(ABA Approved Program)  
Suffolk County Community College Selden, NY  
Alpha Pi Sigma 3.75 GPA

Courses: Computer Applications in the Law Office  
Law of Property  
Estates, Trusts, and Wills  
Estate, Trust and Gift Taxation  
Sociology of the Aging

**Skills:** Knowledge of Windows, MSWord, Excel, Power Point, Access  
Fluent in Spanish, verbal and written language.  
Strong communication skills, both oral and written.  
Extensive research skills sharpened through course work.

**Related Experience:**

Law Office of Peter J. Ford

Westhampton Beach, NY

Legal Assistant/Secretary. Assist attorney with probate proceedings, accounting, and distribution of estates. Plan and review estate documents. Prepare documents for and assist in real estate transactions and elder law issues. Maintain client files and assist with office management. Handle record keeping and computer input of attorney's time and expenses, make arrangements for support services, and set up meetings, conferences, and conference calls when necessary. November, 2000 – Present

References Available Upon Request

## THE COVER LETTER

The cover letter is an introduction to you, your skills, qualifications, knowledge as well as your personality and how they fit the job. This is the great tool that you can personalize and use to promote your abilities and what you know about the organization. It is important to remember that a cover letter **must always** accompany your resume whether you are using mail, fax, or e-mail.

The cover letter should be brief and to the point. Remember that the purpose of the cover letter is to get the employer interested in reading your resume. The prospective employer needs to be motivated to read your cover letter within the first 10 to 20 seconds.

The cover letter should be addressed to a specific individual in the organization. It should also indicate the job you are interested in.

Research and learn all you can about a company before you contact them. The information obtained will be helpful in writing a more targeted letter.

A cover letter needs to be specific to get the attention of a prospective employer. Point out why you are qualified for the position. Convey information that directly relates to your qualifications and to the position you are applying for. Also, include what you know about the organization and why you feel you would be a great fit.

Keep a positive tone in your letter. Stress what you can do.

At the end of the letter, request action, be specific, let the employer know what you want, i.e., an interview or that you plan to follow-up and then do so!

The cover letter should be typed on quality paper. Make sure that it matches your resume and envelopes.

The print of your cover letter and resume must be letter quality.

The format should be a business style letter containing at least three paragraphs. See the cover letter sample format on page 19 and the sample letter on page 20.

Keep in mind that your cover letter and resume are indications to the prospective employer of your qualifications, your attention to detail and your ability to communicate effectively in writing.

*Here is a sample cover letter format. The information presented may help you decide what information you should include in your cover letter.*

Your street address  
city, state zip  
date

Name  
Title  
Company Name  
Address  
City/State/Zip Code

Dear Mr. /Ms.:

State in your first paragraph why you are writing and how you heard of the position ("as listed/advertised in the..."). If you are applying for a specific position, mention the title. If someone recommended that you write, mention his/her name ("at the suggestion of \_\_\_\_ \_\_\_\_").

The second paragraph should describe your interest in the position and highlight your skills and qualifications as they relate to the specific employer/position. Try not to restate your resume. Instead, bring something definite to the employer's attention, something specifically related to the position you are applying for.

Refer to your resume. Indicate to the employer that your resume contains information related to the position. If requested, make note that your writing sample is also enclosed.

Your closing paragraph should indicate your interest in meeting with him/her to discuss your qualifications further and that you look forward to hearing from him/her. Should you want to take action, you may want to indicate that you will be calling on (mention a specific time frame, i.e. next week) to arrange an interview. If you use this approach, follow-up and **call when you said you would!** Mention that you are willing to provide additional data if needed (i.e., writing samples). Thank the employer for his/her time, and state that you look forward to hearing from/speaking with him/her.

Sincerely,

*Signature*

Your name typed  
Enclosure(s)

15 Ruland Street  
Selden, NY 11784

January 25, 2006

Mr. Brandon M. Walters  
Walters, William, and Henry  
1700 Veterans Highway, Suite 5  
Islandia, NY 11722

Dear Mr. Walters:

As a recent graduate of Suffolk County Community College with an associate's degree in Paralegal Studies, I am currently looking for an entry-level paralegal position.

In addition to the excellent preparation outlined by the Paralegal Studies program, I've taken additional courses in computer training and communication to strengthen my abilities and make me an asset for your organization. The paralegal internship afforded me an opportunity to work in the legal environment, specifically in the field of estates and wills. I am fully confident that my educational training and varied work experiences have provided the foundation to work effectively with your office.

While in college, I was also president of the Legal Society, where I was able to develop leadership and organizational skills. As the club leader, I invited a number of key guest speakers to address our membership and provide some networking opportunities. I also coordinated several field trips, and participated in fund-raising events. In addition I was able to maintain a 3.3 grade point average and work part-time in a real estate office. As you can see, I am a very hard working individual with multiple talents who is also well organized, disciplined, and flexible.

I am eager to bring both my personal and professional attributes to your work setting. Attached is my resume for your review. I will contact your office within the next week to schedule an interview, at your convenience, and discuss my qualifications in further detail. Thank you for your time. I look forward to meeting with you.

Sincerely,

*Greg Taylor*  
Greg Taylor

Attachment

## NETWORKING

Successful job hunting is considered a full-time job and one of the primary keys to your success is networking. Your job is to explore every single option available, including talking to faculty, friends, and family. Networking is about people and communication. There are two types of networks, informal and formal. Informal includes people you know or work with, family, classmates, and acquaintances. Find out if your college has an active alumni association for contacts and/or mentors in the field. Formal networks refer to professional organizations.

## PROFESSIONAL ASSOCIATIONS

Professional associations are an excellent resource for networking. These organizations offer a multitude of valuable information that keep you informed with the latest development in your career industry. Many of these associations have student memberships available which add another item to highlight in a resume. Some of their services may include professional workshops and employment notices. Visit their Web sites.

### **American Association for Paralegal Education**

19 Mantua Road  
Mt. Royal, NJ 08061  
Telephone: (856) 423-2829  
Fax: (856) 423-3420  
E-mail: [info@aafpe.org](mailto:info@aafpe.org)  
Web Site: [www.aafpe.org](http://www.aafpe.org)

### **American Bar Association**

Standing Committee on Legal Assistants  
321 N. Clark St.  
Chicago, IL 60610  
Telephone: (800) 285-2221 or (312) 988-5000  
Fax: (312) 988-5483  
E-mail: [abajobs@abanet.org](mailto:abajobs@abanet.org)  
Web Site: [www.abanet.org](http://www.abanet.org)

### **Association of Legal Administrators**

75 Tri-State International, Suite 222  
Lincolnshire, IL 60069-4435  
Telephone: (847) 267-1252  
Fax: (847) 267-1329  
E-mail: [webmaster@alanet.org](mailto:webmaster@alanet.org)  
Web Site: [www.alanet.org](http://www.alanet.org)

### **International Paralegal Management Association**

PO Box 659  
Avondale Estates, GA 30002-0659  
Telephone: (404) 292-IPMA (4762)  
Fax: (404) 292-2931  
E-mail: [info@paralegalmanagement.org](mailto:info@paralegalmanagement.org)  
Web Site: [www.paralegalmanagement.org](http://www.paralegalmanagement.org)

### **Long Island Paralegal Association**

1877 Bly Road  
East Meadow, NY 11554  
Telephone: (516) 357-9820  
Fax: (516) 357-9820  
Web Site: [www.liparalegals.org](http://www.liparalegals.org)

### **Nassau County Bar Association**

15<sup>th</sup> & West Streets  
Mineola, NY 11501  
Telephone: (516) 747-4070  
Fax: (516) 747-4147  
Web Site: <http://nassaubar.org>

### **National Association of Legal Assistants**

1516 S. Boston Avenue – Suite 200  
Tulsa, OK 74119-4013  
Telephone: (918) 587-6828  
Fax: (918) 582-6772  
Web Site: <http://www.nala.org>

### **National Federation of Paralegal Associations**

P.O. Box 2016  
Edwards, WA 98020  
Telephone: (425)967-0045  
Fax: (425) 771-9588  
E-mail: [info@paralegals.org](mailto:info@paralegals.org)  
Web Site: <http://www.paralegals.org>

### **Suffolk County Bar Association**

560 Wheeler Road  
Hauppauge, NY 11788  
Telephone: (631) 234-5511  
Fax: (631) 234-5899  
E-mail: [info@scba.org](mailto:info@scba.org)  
Web site: <http://www.scba.org>

Start building a network and get busy. When it comes to networking, there is more to consider than simply who you know. Expand your network and focus on meeting new people. It is important who knows you!

## CIVIL SERVICE

There are many job opportunities in Civil Service. You should consider all opportunities and learn as much as you can about these careers.

All Civil Service positions, whether federal, state, or county, require you to take a written examination and/or submit a qualification application before you can be considered for the position.

Most positions are wait-listed. This means that after you take the test, you are placed on a list and called for an interview at a later date. This process may take a month, six months or possibly a year or more. Keep your options open. Take any test that sounds interesting or is related to your field.

### **U.S. Office of Personnel Management**

Federal Job Information & Testing Center

New York, NY

24-Hour touch-tone Service

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

1-800-688-9889

### **Examination Information Desk**

New York State Civil Service Department

Alfred E. Smith Building

80 South Swan St.

Albany, NY 12239

[www.cs.state.ny.us](http://www.cs.state.ny.us)

1-877-NYS-JOBS or  
518-457-2487

### **Suffolk County Department of Civil Service**

North County Complex, Building 158

725 Veterans Memorial Highway

Hauppauge, NY 11787-0099

[www.co.suffolk.ny.us](http://www.co.suffolk.ny.us)

631-853-6399

### **Nassau County Civil Service Commission** [www.nassaucivilservice.com](http://www.nassaucivilservice.com)

40 Main Street

Hempstead, NY 11550

516-572-1882

Generally you are required one year Nassau residency prior to exam date. Please check site for any updates. On occasion, there may be a resident waiver. Check each individual announcement.

## THE INTERVIEW

Your resume, cover letter, and application were successful! You landed an interview.

An interview is an opportunity for people to meet and make assessments about each other. The goal of the interviewer (your potential employer) is 1) to determine whether you have the right qualifications, 2) the potential to do a specific job well, and 3) that you fit in with their organization. The goal of the interviewee (you) is to gather as much information as you can about the position in order to make an informed decision if you are offered the job.

A good interview is a conversation and an exchange of information. Contrary to popular belief, there are very few bad interviews, just poorly prepared people. Preparing for an interview involves being ready to answer the interviewer's questions and having some questions of your own.

Interview preparation takes many forms. One obvious way to prepare yourself is to look at your resume. Can you expand and give details and examples regarding every statement on your resume? In most cases, the interviewer will base interview questions on your resume.

Find out as much as you can about the organization before the interview. Interviewers love to hear that you've taken the time to investigate their organization. Read company literature, if available, and speak with employees or former employees. The information you gather will also help you ask informed questions. Another way to prepare yourself is to review the list of questions (see the Frequently Asked Interview Questions on page 26.) Don't just read them. Write down potential answers, practice responding aloud as if you are being asked the questions, and/or do one-on-one practice interviews with friends, family, or a counselor.

There are different types of interviews, ranging from the seemingly casual and open-ended to the highly structured. One-to-one interviews are most common, but sometimes students are interviewed in group settings. Always be prepared. Make sure you leave knowing the interviewer(s)' name(s). Remember to ask for business cards. The more you prepare for the interview, the more confident and professional you will be.



## INFORMATIONAL INTERVIEWS

One way to gain valuable insight about a particular career is to schedule an informational interview. Most people love talking about their jobs and themselves, so when contacting an employer for information, rather than asking for a job, talk to them about their job, what they like best/least about their job. Also, ask them for suggestions to improve your job-hunting success. In the meantime, utilize this time to promote your skills and qualifications with the employer.

Informational interviews are a great way to discover information about specific careers from the true source, the employer. Effective informational interviewing allows you to gather information that will help you in your job search. Stay away from using this opportunity for a job, remember you are there to get information and use the opportunity to network.

Suggested steps to follow when approaching an employer for an informational interview:

- Telephone or send a letter to an employer in the field. Indicate that you are seeking information, not a job.
- If you send a letter, state that you will be calling within the week to schedule an appointment. **DON'T FORGET TO CALL!**
- Prepare a list of questions you would like to have answered. If you are unable to schedule an appointment, ask if they may be able to answer some questions over the telephone. If they are unable to do so, ask if she or he knows of anyone who might be willing to meet with you and/or answer a few questions.
- Be courteous and remember to send a thank you letter for any assistance you received. Always remember you may be speaking to a potential employer.

Informational interviews may introduce you to internship opportunities if you provide an excellent presentation and impress the employers with your communication skills.

## FREQUENTLY ASKED INTERVIEW QUESTIONS

1. Tell me about yourself.
2. What do you see yourself doing five years from now?
3. How do you spend your spare time?
4. What have been your most satisfying experiences?
5. Your most disappointing experiences?
6. What are your strengths?
7. What are your weaknesses?
8. What courses did you like best? Least? Why?
9. What do you consider your greatest achievement(s)?
10. Why did you choose your major? Your career goals?
11. What made you decide to attend Suffolk County Community College?
12. If you could, what would you do differently in your education?
13. Do you have plans for furthering your education? If so, what are your plans?
14. Why do you want to work here?
15. Why should I hire you?
16. How would you describe yourself?
17. How do you think a friend or a professor who knows you well would describe you?
18. Tell me about your extracurricular activities? Interests?
19. What did you learn from your part-time and summer job experiences?
20. What are the most important rewards you expect from your career?
21. What salary do you expect to be earning in five years?
22. What motivates you to put forth your greatest effort?
23. How do you determine or evaluate success?
24. In what ways do you think you can contribute to our company?
25. What qualities should a successful manager/supervisor possess?
26. Do you think your grades are a good indication of your academic skills?
27. What kind of work environment are you looking for?
28. Describe how you handle working under pressure?
29. Tell me what you know about our organization?
30. What two or three things are most important to you in your job?
31. Are you willing to travel?
32. Are you willing to relocate?
33. What have you learned from your mistakes?
34. What questions do you have for me?

Prepare some questions to ask such as:

- What are you looking for in a successful candidate?
- What is a typical day like in this position?
- What would you say is the best thing about working with your organization?
- What can I tell you about myself that will help you make your decision to hire me?

## THE WRITING SAMPLE

In many cases, a prospective employer will request a writing sample for evidence of your research and writing abilities and skills. Keep in mind the following guidelines when selecting your writing sample.

- Your writing sample **MUST** reflect your ability to research and analyze cases.
- Select a short sample, 5 to 7 pages. Employers do not have time to read a lengthy memorandum.
- Do not submit a paper that has your professor's comments or corrections written on it. It should look as professional as possible.

Take copies of a writing sample to your interview and be prepared to leave it with the interviewer.

## ARRIVE ON TIME!

During the interview:

- Let the interviewer know that you are interested in the position.
- Listen carefully and think about each question before answering.
- Establish eye contact with the interviewer.
- Show confidence and a sincere interest in being interviewed.
- Conclude the interview with a firm handshake.

Thank the interviewer for taking the time to meet with you and let the interviewer know that you look forward to hearing from him/her.

Important Points to Remember:

- Be yourself and approach the interview with a positive attitude.
- Ask questions.
- Be courteous to everyone.
- First impressions are very important. A firm handshake, a friendly smile, and a polite greeting will start the interview in a positive way.

- Bring copies of your resume and references which should be printed separately listing 3-5 references that you have already contacted and received permission to use as references.
- Bring a pen. You may need to complete an application and/or other forms.
- Know the interviewer's name and use it when greeting and saying good-bye. Address the interviewer formally, for example, "Mr. Gibson," "Ms. Smith," "Dr. Adams."
- Be professional and confident in yourself.
- Be specific when asked about your strengths and abilities; give examples from previous experiences.
- Indicate that you have put considerable thought into your career, your job objectives, and your decision to apply at that particular company/firm.
- Research the company/firm prior to your interview; be prepared to ask questions about the company/firm and the position.
- Know the strengths and experiences you want to stress **before** you go to the interview.

## PROFESSIONAL DRESS

The goal in dressing for an interview is to feel great about the way you look and to project an image of confidence and professionalism. You do not need to make a fashion statement. This is not a social affair. This is about you getting that job.

- Think conservatively. Clothes should be appropriate for the organization for which you are interviewing.
- Professional suits and dresses should be muted colors, such as navy, black, or gray.
- Length should be conservative for females. No provocative items should be worn; remember you are there to get a job.
- Dress shoes and stockings for females and socks for men are a must. Remember first impressions do count.
- Hair and nails should be well groomed.
- Keep hair away from your face and make sure that the interviewer can see your face. Remember good eye contact.
- Perfume/cologne should be worn to a minimum.
- Do not wear distracting items such as dangling jewelry, a frilly blouse, or a loud tie.
- Good hygiene habits are important; remember cleanliness is paramount.

Practice introducing yourself in front of a mirror until you feel comfortable with your presentation. Briefly outline a few positive informational items about yourself. Practice, practice, and practice your interviewing skills.

Project confidence in yourself and your ability by standing straighter and taller. Practice your handshake - firm and sure. Establish positive eye contact. Convey your professionalism with a smile. And remember to take a deep breath and relax.

## **FOLLOW-UP**

The interview is over and you are feeling pretty good about yourself (or maybe not) – this would be a great time to follow-up immediately and send the employer a thank you note. Why? Sending a thank you is a wonderful professional courtesy. It gives you an opportunity to reaffirm your interest in the job, and if you truly want this particular job, send a thank you note that lets them know it.

A critical part of your job search is the follow-up. Employers need to be reminded that you are the right match for their job. So, extend that professional courtesy, and take a few minutes to thank the employer for their time. Keep in mind that the choice of a personal thank you card or a typewritten letter is clearly up to you as long as the intent is still the same. A word of caution: if your handwriting is not legible, do not send a handwritten note; trust a professional business thank you.

Sending a thank-you letter after the interview is a polite gesture and often gives you an edge over other candidates. Writing a thank-you letter allows you to re-state your interests and qualifications. A formal business style thank-you letter should be printed on a letter quality printer using a standard three-paragraph format. See sample thank you letter on the next page.

The first paragraph should remind the employer when you interviewed and for which position.

The second paragraph re-states your interest and should mention the specific skills that fit the position, perhaps additional items that were not covered in the interview. This is a great time to validate your fit for the job.

The third paragraph is to thank the employer (again) for taking the time to meet with you and inform them that you look forward to his/her decision.

*Sample Thank You Letter*

525 College Road  
Selden, NY 11784

May 20, 2006

Mr. Brandon M. Walters  
Walters, William, and Henry  
1700 Veterans Highway, Suite 5  
Islandia, NY 11722

Dear Mr. Walters:

It was a pleasure meeting with you today to discuss the paralegal job opening at Walters, William, and Henry.

I am very excited about your position, which offers an excellent opportunity for me to use my background, training, and computer skills. In reviewing our discussion about your office needs, I am eager to apply my knowledge and make a contribution to your organization. I feel confident that I can be an asset to your organization.

Again, thank you for your time and consideration. I hope that we will be working together in the future. If you have any additional questions or need supplementary information, please do not hesitate to contact me at (631) 698-1234.

Sincerely,

*Lynn Rodriguez*

Lynn Rodriguez

## ADDITIONAL INFORMATION

### **CAREER RESOURCES**

*How to Find a Job as a Paralegal: A Step-by-Step Job Search Guide*, 3rd Edition 1996  
- Kisiel, Marie: West Pub. Co.

*How to Land Your First Paralegal Job*, 4th Edition, 2005 – Wagner, Andrea: Estrin Pub. Co.

*Life Outside the Law Firm: Non-Traditional Careers for Paralegals*, 1995 – Treffinge, Karen: Delmar Pub. Co.

*Paralegal: An Insider's Guide to One of Today's Fastest-Growing Careers*, 1990 – Bernardo, Barbara: Peterson's Guides.

*Paralegal Career Guide*, 3rd Edition, 2002, Estrin, Chere B.: Prentice Hall.

*Paralegal Careers*, 2000, Schneeman, Angela: West Legal Studies/Thomson Learning.

*Paralegal Career Starter*, 2<sup>nd</sup> Edition, 2002, Southard, Jo Lynn: Learning Express.

*Paralegal Employment: Facts and Strategies for the 1990s*, 2<sup>nd</sup> Edition, 1993 - Statsky, William P.: West Pub. Co.

*Paralegal Internships: Finding, Managing, and Transitioning Your Career*, 1999 – Post, Ruth-Ellen: West Legal Studies.

*Paralegal Practice and Procedure: A Practical Guide for the Legal Assistant* 1994 - Larbalestrier, Deborah E.: Prentice Hall.

*The Independent Paralegal's Handbook: How to Provide Legal Services Without Becoming a Lawyer*, 1996, Warner, Ralph E. Berkeley: Nolo Press.

*The Professional Paralegal Job Search: A Guide for Launching Your Legal Career*, 1995 – French, Christofer Ulmont, Little Brown.

*The Successful Paralegal: Job Search Guide*, 2001, Estrin, Chere B., Hunt, Stacey, Thomson Learning.

Legal Assistant Today, [www.legalassistanttoday.com](http://www.legalassistanttoday.com)

The periodical and books are located in the Huntington Library, Ammerman Campus, and at the Grant Campus Counseling Center. Books are accessible to all campuses through intercampus loan. Check your library catalog for new additions.

*The Chief*, a weekly newspaper available at the Sagtikos Library and at most public libraries, lists all upcoming civil service exams for the city, state, federal, and local governments.

## PARALEGAL WEB SITE LINKS

- American Association for Paralegal Education - [www.aafpe.org](http://www.aafpe.org)
- America's Jobs Bank – [www.ajb.org](http://www.ajb.org)
- Federal Job Digest – [www.jobsfed.com/fedjob4.html](http://www.jobsfed.com/fedjob4.html)
- FindLaw – [www.findlaw.com](http://www.findlaw.com)
- Law Employment Center – [www.lawjobs.com](http://www.lawjobs.com)
- LawInfo Career Center – [www.lawinfo.com/employment](http://www.lawinfo.com/employment)
- Nassau County Bar Association – [www.nassaubar.org](http://www.nassaubar.org)
- National Association of Legal Assistants - [www.nala.org](http://www.nala.org)
- National Federation of Paralegals Associations - [www.paralegals.org](http://www.paralegals.org)
- New York Law Journal – [www.NYLJ.com](http://www.NYLJ.com)
- N.Y.S. Civil Service Department – [www.cs.state.ny.us/home.htm](http://www.cs.state.ny.us/home.htm)
- Suffolk County Bar Association - [www.scba@scba.com](http://www.scba@scba.com)
- Suffolk County Department of Civil Service – [www.co.suffolk.ny.us](http://www.co.suffolk.ny.us).
- U.S. Office of Personnel Management – [www.usajobs.opm.gov](http://www.usajobs.opm.gov)

## GENERAL SITES TO VISIT:

### **America's Career Information Network** – [www.acinet.org](http://www.acinet.org)

This resource provides a wealth of information on the job market, occupational profiles and allows you to find information for New York State and Nassau-Suffolk area.

### **CareerBuilder.com** – [www.careerbuilder.com](http://www.careerbuilder.com)

CareerBuilder.com is the nation's leading recruitment resource, with presence in more than 130 local newspapers and more than 26 million unique visitors to its newspaper websites each month.

### **International Trademark Association** – [www.inta.org/jobbank/index.shtml](http://www.inta.org/jobbank/index.shtml)

A non-profit organization is providing a liaison between law firms and corporations and trademark paralegals and legal assistants to explore employment opportunities.

### **Job Web** – [www.jobweb.com](http://www.jobweb.com)

A college resource for linking jobs to job seekers and job search information.

### **MonsterTrak Board** – [www.monsterTRAK.com](http://www.monsterTRAK.com)

This Web Site focuses on the college students' needs. Find listings of job opportunities worldwide as well as useful career resources.

### **Occupational Outlook Handbook** – <http://stats.bls.gov/oco/home.htm>

This resource gives a complete description of several occupations, including paralegal.

## LOCAL SITES TO VISIT:

**Long Island Careers** – [www.licareers.com](http://www.licareers.com)

**Long Island Works Coalition** – [www.liworks.org](http://www.liworks.org)

**Suffolk's Job Connection** – [www.sunysuffolk.edu/jobs/](http://www.sunysuffolk.edu/jobs/)



## **EXAMPLES OF PRIOR INTERNSHIP AND COOPERATIVE EDUCATION PLACEMENTS**

Andrews, John, Esq., Pt. Jefferson, NY  
Armatti, Linda, Esq., Hauppauge, NY  
Attonito, Joseph R., Smithtown, NY  
Babylon Village Court, Babylon, NY  
Barbera & McElhone, PC, Miller Place, NY  
Besso, Eric, Esq., Holtsville, NY  
Bethpage Credit Union – Legal Dept., Bethpage, NY  
Bushell, Brody, Kleczka, Minasi & O'Connor, Central Islip, NY  
Campasano, Nicholas, Esq., Hauppauge, NY  
Cartier, Bernstein, Auerbach and Dazzo, Esqs., Patchogue, NY  
Chakmakian, Edward, Esq., Hauppauge, NY  
Cohen & Waren, Esqs., Smithtown, NY  
Community Mediation Center, Smithtown, NY  
Creedon & McCorry, Esqs., Smithtown, NY  
Cronan, Lillian M., Esq., Lake Grove, NY  
Davidow, Davidow, Siegel & Stern, LLP, Islandia, NY  
Donovan Law Firm, Wading River, NY  
Dunn, Peter J., Esq., Deer Park, NY  
Federman, Paul Esq., Bay Shore, NY  
Filiberto, Richard L., Esq., Port Jefferson Station, NY  
Gagliardo, Joseph B., Esq., Melville, NY  
Garabrandt, Mark, Esq., Lindenhurst, NY  
Gleason, Matthew, Esq., Hauppauge, NY  
Gramer, Gary W. & Associates, Lake Grove, NY  
Gunnigle & Johnson, Esqs., Pt. Jefferson, NY  
Hecht, Craig, Esq., Rocky Point, NY  
Huntington Town Attorney's Office, Huntington, NY  
Islip Town Attorney's Office, Bay Shore, NY  
Kane, Mary K., Esq., Hauppauge, NY  
Kavanah, Edward, Esq., Glen Cove, NY  
Klein & Vizzi, LLP, Central Islip, NY  
LaCara & Galvez, Esq., West Sayville, NY  
Lake Grove Justice Court, Lake Grove, NY  
Lavalle, Dominick W. Esq., Mineola, NY  
Law Office of Carl A. Maltese, Smithtown, NY  
Law Office of Peter R. Garcia, Stony Brook, NY  
Law Office of Teresa Girolamo, Selden, NY  
Lefkowitz & Poulos, Esqs., Hauppauge, NY  
Leon, Geraldine, Esq., Hauppauge, NY  
Lerose, Douglas, Esq., Islandia, NY  
Lillian M. Cronan, Esq., Lake Grove, NY  
Lite & Russell, Esqs., West Islip, NY  
Long Island Lighting Company – Legal Dept., Hicksville, NY  
Manzo, Valerie S., Esq., Smithtown, NY

Marino, Joseph, Esq., Babylon, NY  
McCormick, Daniel, Esq., Holtsville, NY  
McCreesh, Jean, Esq., Smithtown, NY  
Mental Hygiene Legal Service, W. Brentwood, NY  
Mescall, Kevin, Esq., Central Islip, NY  
Middlemiss, John F. Jr., Esq., Hauppauge, NY  
Miller, Gillard & Mari, Esqs., Hauppauge, NY  
Nassau County District Attorney, Mineola, NY  
Nassau/Suffolk Law Services, Hauppauge, NY  
Okrent, David R., Esq., Deer Park, NY  
O'Brien & O'Brien, Esq., Smithtown, NY  
O'Doherty, Dennis, Esq., Sayville, NY  
Priority One Title Agency, Inc., Selden, NY  
Ray, John Esq., Miller Place, NY  
Reynolds, Caronia, Gianelli & Hagney, LLP, Hauppauge, NY  
Ripp, William Esq., Huntington, NY  
Russell & Fig, Sayville, NY  
Saasto, Ernest Owen, Esq., Lindenhurst, NY  
Sarisoohn, Sarisoohn, Carner, LeBow, Braun, Commack, NY  
Sbarro Legal Department, Melville, NY  
Siben & Siben, Esqs., Bay Shore, NY  
Silberling, Stephen Pierce, Esq., Hauppauge, NY  
Slotnick & Baker, Esqs., Hauppauge, NY  
Sobel & Sidell, LLP, Smithtown, NY  
Spota & O'Rourke, Esq., Hauppauge, NY  
Suffolk County Attorney's Office, Hauppauge, NY  
Suffolk County Department of Law, Central Islip, NY  
Suffolk County District Attorney, Hauppauge, NY  
Suffolk County Family Court, Central Islip, NY  
Suffolk County Legal Aid, Central Islip, NY  
Suffolk County Legal Aid, Islandia, NY  
Suffolk County Supreme Court, Central Islip, NY  
SUNY/Stony Brook University Counsel, Stony Brook, NY  
Tavel, Jeffrey, Esq., Central Islip, NY  
Tinari, Paar, Matthews, O'Connell & Osborn, Esqs., Commack, NY  
Tucker, Robert H., Esq., Jericho, NY  
Tully, Rosemarie, Islandia, NY  
Tsunis, Gasparis & Dragotta, Hauppauge, NY  
U.S. Attorney's Office, Central Islip, NY  
U.S. District Court, Central Islip, NY  
U.S. Federal Magistrate's Court, Brooklyn, NY  
Weber & Weber, Esqs., Melville, NY  
Wurman, Howard, Esq., Bellport, NY  
Zahn, Daniel A, Esq., Holbrook, NY  
Zale & Parlatore, Esq., Coram, NY  
Zenk, Carolyn A., Hampton Bays, NY

## **PARTIAL LIST OF EMPLOYERS OF GRADUATES OF THE PARALEGAL PROGRAM**

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